

CORRECT PROCEDURE

The Parish Council is a corporate body and can make decisions. Individual Councillors cannot.

The Council can delegate some decisions to the Responsible Financial Officer eg Clerk or a committee, but these have to be agreed and recorded in the Standing orders.

Planning – The Planning Committee is an agreed delegated committee given power to make planning decisions.

Finance – No financial decisions can be made by a committee. They must be agreed by full Council.

WORKING PARTYs

Anyone who undertakes to find out more information on an item, that they have agreed to be responsible for is free to do so, so long as they:-

DO NOT MAKE ANY DECISION ON THEIR OWN

They need to produce a report and bring it to the next Council meeting, or ideally give it to the Clerk to attach to the Agenda for the following meeting, at which time the Council can debate the issue and make a decision.

The implementation of decisions must be made by the Proper Officer of the Council after the decision has been properly minuted and recorded.

So:- 1. FIND OUT INFO

2. WRITE A REPORT AND GIVE TO THE CLERK for the AGENDA

3. DEBATE THE ISSUE IN COUNCIL

4. COUNCIL WILL MAKE A CORPORATE DECISION

5. DECISION RECORDED IN MINUTES

6. DECISION ACTED ON BY PROPER OFFICER ie CLERK on Parish
Headed paper

7. RESULTS of decision reported back to the Council by the Clerk

To prevent email overload, please do not send your report out to all Councillors prior to the meeting, but do it through the Clerk for attachment to the agenda. This stops people arriving at a meeting having already made their mind up, and then having email dialogue with colleagues that the Parishioners are not privy to, and can lead to unlawful decisions been made, which are not in the public domain.

Catherine Camp October 08

PS Anyone who wants a clear guide to how to operate can have a copy of “The Good Councillors Guide” 2nd Edition. Produced by National Association of Local Councils.